

Nottingham Budget Committee Meeting

12-16-21

Official Minutes as of 1-4-21

1 **Call to Order**

2 Members Present: Michelle King (Chair), John Decker (Vice Chair), Tom Leveille, Michael  
3 Koester, Sandra Jones, Tom Butkiewicz, Bob Kelly, Michael Kelly, Tiler Eaton (Select Board  
4 rep), Karyl Martin (School Board rep)

5 Absent: Jeffrey Morrison

6 Others: Lorraine Petrini, Fawn Woodman, Shawn McLean, Kortney Dorow Duball, Liz Bolton,  
7 Jen Phillips, Jaye Vilchock, Dale Sylvia

8 The Chair opened the meeting at 7pm.

9 **Approve Minutes**

10 **Mr. Decker made a motion to approve the public minutes from 12-14-21 as written. Mr.**  
11 **Leveille seconded. Unanimously approved by a vote of 8-1, with Dr. Butkiewicz abstaining,**

12 **Business**

13 *Town Budget Update*

14 *Library*

15 Ms. Bolton, librarian, and Ms. Phillips, Library Trustee Chair, came to the BC meeting to go  
16 over the library's budget. Ms. Phillips said in the past they have kept their budget increase to 1-  
17 2%. Town growth has increased some of the library costs. The overdrive system is priced on  
18 usage; the more it's used, the higher the cost. Ancestry.com is a special use program and that is  
19 tied to town population. Ms. Phillips continued to say we are over the 5k people in population, so  
20 these budget items have increased. Inflation has raised prices as well. The addition to the library  
21 off the back is 21 years old now and there are some additional issues that need to be addressed to  
22 an old building. The heating system is limping through this last season but will likely need to be  
23 replaced in a future year. There are several exterior issues and plumbing issues that are being  
24 addressed now.

25 Ms. Phillips spoke about the entry way to the library which are concrete slabs which are being  
26 uprooted in some places and causes hazards. Mr. Decker asked about the sidewalk and how long  
27 has it been a problem. Ms. Phillips said it's settling. It's high enough up that they will have to lift  
28 and relevel It's a tripping hazard. Mr. Decker said that needs to be addressed as it's a safety  
29 problem. Ms. Phillips said they are going to use reflective paint to let people know it's an issue  
30 for now provided they can find this paint. There is a wheelchair ramp on the side of the building  
31 that is not affected. Mr. Leveille asked about the merit pool. Ms. Phillips said the library doesn't  
32 use the merit pool. Mr. M. Kelly asked about the increase for maintenance line and if that would  
33 solve the problems.

34 Ms. Martin arrived at 7:09pm.

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35 Ms. Bolton said it's hard to get people to call you back for maintenance issues. Mr. Leveille  
36 asked if this budget solves all the safety issues. Ms. Phillips said no. She is trying to triage some  
37 of the issues. There is a stone walkway as the emergency exit in the basement which has slick  
38 algae; that won't be solved this year. She wants to address the front walkway first. Ms. Phillips  
39 detailed the long list of issues with the library. Mr. Decker asked Mr. Eaton if the BOS can take  
40 care of some of the issues. Mr. Eaton said they may be able to. Mr. Decker said the safety issues  
41 need to be taken care of. Mr. Decker asked Chief Woodman if she could look at the library as  
42 well. Mr. Leveille asked how much it would cost to fix the front way. Ms. Phillips said they are  
43 not sure; right now, they are going to put reflective paint on it. There are 3 sections. Mr. Decker  
44 said that one section needs to be replaced then. Dr. Butkiewicz asked if the concrete can ground  
45 down; he has a tool that would be able to assist with this. Mr. Decker said that may help out. Mr.  
46 Eaton asked how many people a day come into the library. Ms. Bolton said about 60-100 people.  
47 Mr. Leveille asked how many people are over 60 years old. Ms. Bolton said that would be about  
48 1/3. Dr. Butkiewicz asked if the Friends of Library can pay for some of the repairs. Ms. Phillips  
49 said they typically donate about \$1k a year. Ms. Bolton said the Friends didn't have the book  
50 sale or tea this year which significantly impacted the money that the Friends will and can donate.  
51 The Friends could give her \$350 this year. Dr. Butkiewicz asked about Guidestar. Ms. Phillips  
52 said they have to be listed in Guidestar to receive donations. Dr. Butkiewicz said Mr. Sterndale  
53 wrote that he sent them the documents. Ms. Phillips has not seen them. Ms. Phillips said they can  
54 put a button on the website like other libraries have for people to donate but these libraries only  
55 received \$100 a year. GoFundMe also takes a percentage out of that. Ms. Phillips said capital  
56 campaigns and annual campaigns earn more and they are looking into doing these. Ms. Phillips  
57 said if they receive a donation yearly for audio books, they can only spend it on that.

58 Mr. Decker asked if a lot of people use the ancestry.com Ms. Bolton said yes. Mr. Decker said he  
59 buys that himself. Ms. Bolton said people can use it in the library and they do get a price break  
60 on it. Ms. Phillips said it has been used more since it's the upcoming 300<sup>th</sup> Celebration. Ms.  
61 Phillips said they could offset the increases if they received donations. Ms. Phillips said they do a  
62 significant culling process of books to keep below the number of books where they have to pay  
63 more.

64 Ms. Phillips said due to scheduling and retention issues, they are asking for an increase in hours  
65 for one employee. She went over the many gaps in programs and employees. It's more cost  
66 effective to increase the person who is working for 31 hours 37 hours rather than try to find  
67 someone who will work less hours. The entire state is hiring is for library staff and it is difficult  
68 to find good people. There are 9 total staff members, out of that, the director is full time, one  
69 person works 31 hours and four other employees work 15-20 hours a week. If someone calls in  
70 sick, they have to close the library because there is no additional staff. One Sunday, Ms. Bolton  
71 was the only employee at the library. Dr. Butkiewicz asked what hours are the busiest. Ms.  
72 Bolton said it varies. It's very busy during story time. Dr. Butkiewicz said you can use Google  
73 Maps to see statistics on how busy it is each hour of any day. He suggested they could cut the

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74 least used hours. Ms. Phillips said they have done that; they used to open at 9am and they open at  
75 10am. Ms. Bolton said residents gets confused when they switch their hours constantly.

76 Mr. M. Kelly said his daughters love the library. He suggested the Friends of Library could help  
77 with some of the items that need to be fixed or perhaps other volunteers will help. He said they  
78 should get the safety items fixed.

79 *Public Works*

80 Mr. McLean asked for a full-time person for rec/public works/recycling. This position would  
81 take care of the fields, snowplow in winter and assist with recycling. There is an increase in  
82 gravel use due to new town roads and bringing them up to standard. There is increase of 66.1%  
83 for salt. Stone is used for gravel roads for traction and that will increase. Mr. Decker asked if  
84 they can get that out of the gravel pit. Mr. McLean said they do use some of that out of the gravel  
85 pit, but they use specific size stone as well. Mr. Leveille asked if they have leftover salt from last  
86 year. Mr. McLean said they are using that for this coming stone. Mr. Decker asked how much  
87 salt they can store. Mr. McLean said they get tractor loads of salt; they don't have a facility to  
88 store. Mr. Koester asked if the salt can be switched on and off as it is coming out of the truck.  
89 Mr. McLean said they can turn it off. Dr. Butkiewicz asked if they shop around at quarries. Mr.  
90 McLean said they go between two quarries. Dr. Butkiewicz asked what the increase was due to  
91 the new town roads. Mr. McLean said he is not sure but Highland Ave. is being fixed for  
92 drainage. Dr. Butkiewicz asked what the number of vehicles is to the number of employees. Mr.  
93 McLean said they don't drive dump trucks around; each has a purpose but there are more  
94 vehicles than workers. Mr. McLean went over the types of trucks. One truck is on order but was  
95 approved last year. Dr. Butkiewicz asked if they moved to VOIP for phone services. Mr.  
96 McLean said he lowered phone cost this year; they have not upgraded to VOIP.

97 Dr. Butkiewicz asked if the garbage costs were increasing. Mr. McLean said yes. Dr. Butkiewicz  
98 asked if the recycling center has seen the garbage go up since the picking has been stopped at the  
99 recycling center. Mr. McLean said he does not see a correlation. Dr. Butkiewicz asked if they  
100 can put a sign that allows picking at own risk. Mr. McLean said no, due to safety reasons.

101 Mr. McLean said he would like a new bailer and it's not in the CIP. Ms. King and Mr. Decker  
102 said it's not in the budget. Mr. Koester asked if they are looking to have it as a warrant article.  
103 Mr. Decker asked Mr. Eaton if he was aware. Mr. Eaton said he is not aware.

104 Dr. Butkiewicz asked about mowing and if prisoners can do it. Mr. McLean said it's heavy  
105 equipment. Ms. King asked about road grading and if they hired someone. Mr. McLean said the  
106 Class 5 roads are being graded by the contractor. The town does the emergency lanes. The grader  
107 was supposed to be bought last year but it was pulled back. Mr. Leveille asked what is going to  
108 cause the grading to go up. Mr. McLean said it is the private roads that the town took over. He  
109 can not give a hard number on those. Mr. Decker asked if they are going to be graded more since  
110 they are town roads. Mr. McLean said there is a different approach to these roads now and they  
111 are trying to fix the roads when it rains. There will be more grading this year and more gravel

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112 will be used. More culverts needs to be replaced. There are engineering costs on Highland Ave.  
113 Dr. Butkiewicz asked about snow shoveling. Mr. McLean said they don't shovel snow. Dr.  
114 Butkiewicz said Rockingham County prisoners are freely available for shoveling snow, indoor  
115 painting, etc. The state wants people to take advantage of this program. Mr. McLean said he will  
116 speak to Mr. Sterndale about that. Mr. Decker said they have used that program to clean out the  
117 back of the community center. Ms. Duball said she used them, and the program may not be going  
118 on right now but she will follow up.

119 *Recreation Dept.*

120 Ms. Duball said there is a rec. revolving fund which the programs come out of. They were able  
121 to use that fund to hire another rec. dept. employee this year. They are having a hard time finding  
122 staff. They would like to bring the camp to the town beach and need training for that. Mowing  
123 for Marston is an increase. The fields need to be seeding and fertilized. Flag football was held at  
124 Marston this year and trails were blazed. Porta potties need to be added to fields. They need  
125 picnic tables, trashcans and popup tents for the fields. Dr. Butkiewicz asked if they rent or buy  
126 porta potties. Ms. Duball said they rent and they get a good deal from Emmie's who is in town.  
127 Dr. Butkiewicz asked if they would have bathrooms at the Marston. Ms. Duball said that would  
128 be down the road. Dr. Butkiewicz said it may make sense to purchase porta potties. Mr. Decker  
129 and Ms. King said it was worth looking into. There is a resident who opens and closes the beach  
130 gate; this position needs to be filled in the future. In the budget, they could purchase a beach gate  
131 for \$7k and it would be solar paneled. Dr B asked if the existing gate opener can be modified  
132 with an opener. Ms. Duball said she will look into that.

133 Ms. Martin asked about the rec. revolving fund. Ms. Duball said the goal is that they charge  
134 enough money to have the programs; there is a bit left over in the fund as well to try new  
135 programs as well. Ms. Duball said they brought in \$173K for camp and aftercare for 2019 and in  
136 2020, it was \$61K due to COVID. In 2021, it's at \$153k. Any money that is raised through  
137 programs is put back into the rec. revolving fund. Ms. Martin asked about sponsorships. Ms.  
138 Duball said it goes to general fund.

139 *Fire Department*

140 Chief Vilchok said as of noon today, there have been 35 calls for service for the month. Total  
141 number of calls for the year is 652. There is an increase of 25% of calls. Mr. Leveille asked why  
142 there is an increase. Chief Vilchok said population and COVID. Dr. Butkiewicz asked if there  
143 are other services not getting called. Chief Vilchok said private ambulance can only be used for  
144 transfer. Nottingham Fire and Rescue is what is used for ambulance services. Mr. Koester asked  
145 about mutual aid if the department is already busy. Chief Vilchok said yes, they have to use  
146 mutual aid. Chief Vilchok said the response time is longer because of mutual aid. Some towns  
147 can't staff their ambulances anymore so they can't assist other towns. Mr. Decker said the  
148 ambulance calls are more than half. Dr. Butkiewicz asked how many are real ambulance calls or  
149 just need a ride to hospital. Chief Vilchok said he doesn't know. Dr. Butkiewicz asked if they  
150 could use an 'ambulance light', like a truck. Mr. Decker asked how they would make that call.

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151 Chief Vilchock said they treat it all the same. Dr. Butkiewicz said they could grab the truck  
152 instead of ambulance. Chief Vilchock said it has to be a licensed transport vehicle; it would not  
153 fit the bill. Dr. Butkiewicz asked if they get enough calls to have a paramedic. Chief Vilchock  
154 said yes but it's a high cost.

155 Chief Vilchock said he is asking to increase the fire department staffing from 3 full-time  
156 employees to 6 full-time positions. It's based on bringing the 3 additional positions the last 1/3 of  
157 the year. Right now, there are only 2 full-time firefighters as it is difficult to find people who  
158 want the schedule that Nottingham offers. Dr. Butkiewicz asked what the total increase for the  
159 following year. Chief Vilchock said it would be \$290k for 6 full time firefighters for the  
160 following year. Mr. Decker asked if they can take on one additional full time firefighter next year  
161 and phase this in. Chief Vilchock said the goal is provide around the clock coverage and that  
162 would not allow around the clock coverage. Chief Vilchock said he has 2 full time employees  
163 now who are working 60 hours a week. He said this is not sustainable. Having 6 full time  
164 firefighters would give the department 2 people on at any time. Sunday would be covered by per  
165 diem or another department's looking to fill in a shift. Working 4-hour shift is not enticing so  
166 Nottingham is not getting enough staff. Chief Vilchock said that hiring one additional person is  
167 not going to help. Dr. Butkiewicz said it's 123% change. He asked if it's worth it and needed. He  
168 asked if insurance would reduce for residents if we had full time firefighters. Chief Vilchock said  
169 most of Nottingham won't benefit from the response time for insurance rates. Mr. Leveille asked  
170 if the part-time or overtime costs would reduce over time if they used full-time personnel. Chief  
171 Vilchock said over time, it would. Ms. King asked what they are paying firefighters compared to  
172 other towns. Chief Vilchock said most firefighters want 24-hour shifts and that is why they leave  
173 Nottingham. There will be more turnover in the department if they don't have around the clock  
174 service. Ms. King asked if they should pay the current firefighters more. Chief Vilchock said he  
175 is confident that 24-hour shifts will bring us more firefighters. Some departments in other towns  
176 are hiring with far less training.

177 Ms. King asked about having a contract that the firefighters must stay with Nottingham for a  
178 certain amount of time. Chief Vilchock said that would help if there was additional firefighting  
179 training after that minimal training but to be hired, you have to have a minimum amount of  
180 training. Dr. Butkiewicz asked if the current firefighters want this 24 hour. Chief Vilchock said  
181 they are the ones who are encouraging it. Mr. Eaton asked if firefighters who are hired are  
182 working on day 1. Chief Vilchock said they would be on probation for 6 months and they have a  
183 mentor, but they would be working. Chief Vilchock said people are not volunteering to firefight.  
184 Mr. Leveille asked about supplies and equipment on the budget. Chief Vilchock said purchases  
185 have been made this last quarter of the year and it's not updated on the budget. Mr. Eaton said it  
186 was smart to put in an increase in fuel.

187 There was discussion about YTD actuals in the fire department lines.

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188 Chief Vilchok is asking for an additional ambulance; this will go on a warrant article. The  
189 reserve fund will pay for the ambulance. The trust fund will pay for the outfitting of the  
190 ambulance.

191 Chief Vilchok went over the other warrant articles that the fire department is requesting.

192 Chief Vilchok and Chief Woodman said there is a sign that both departments can use for  
193 important information.

194 *Police Department*

195 Chief Woodman is here to present the police budget.

196 Dr. Butkiewicz asked about the ballistic vests. Chief Woodman said they need one ballistic vest  
197 for an employee and uniform updates for all employees. The vest is outside the layer of clothing  
198 and it's easily taken off. Chief Woodman said she already bought the uniform updates with this  
199 year's money so the budget will go down. Now that budget line will increase by only \$500.

200 Chief Woodman said police are needed at the Tricentennial events.

201 Dr. Butkiewicz asked if they have tasers yet as he saw taser training in budget. Chief Woodman  
202 said she is asking for cruisers cameras and tasers in warrant articles. Ms. King asked for an  
203 estimate for those items. Chief Woodman said cruiser cameras are \$37k for the four cruisers. For  
204 tasers, it is \$35k.

205 Mr. Leveille asked about Line 186. Chief Woodman will look into that. It includes outfitting a  
206 cruiser. Chief Woodman said they are looking to have printers in cars for tickets.

207 Chief Woodman said the drone has come in handy. Dr. Butkiewicz asked if they will get body  
208 cameras. Chief Woodman said she would like to them in the future. It is expected in that in the  
209 future, the state will cover ½ of the body cameras so she is waiting.

210 Ms. King asked how many times tasers or cameras would have been useful. Chief Woodman  
211 said the cameras would help every time. She has had to call neighboring towns with tasers to  
212 assist.

213 *School Budget Default Budget & Proposed Budget*

214 Ms. Martin went over the changes in the default budget. There was a drop in Dover enrollment  
215 with more students going to CBNA. SPED coordinator line was eliminated. Guidance had  
216 changes due to track change and new staff. Internet will be reduced as a better contract was  
217 negotiated. The propane contract has been signed for next year. Ms. Martin said thanks to Tom's  
218 suggestion, they got a 5-year contract instead of 3-year for transportation and they saved money.

219 Dr. Butkiewicz asked how many kids will leave due to the educational freedom accounts. Ms.  
220 Martin said they don't expect many; they don't keep track of students going to private schools.  
221 Dr. Butkiewicz said that a significant number of people have applied for the EFA program and

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222 will be taking their kids out of the public schools; it is more than the state had expected. Mr.  
223 Decker said this adds burden to public schools. Dr. Butkiewicz said there is no need for a school  
224 addition if enrollment continues to decline because more people take this option. Mr. Decker said  
225 if only a few people take it, then it's less money that the school gets. Ms. Martin said they still  
226 need to have the same classrooms and teachers if only a couple of students leave.

227 **Other**

228 *Parting Thoughts*

229 *Next Meeting: December 21*

230 **Adjourn**

231 **Mr. Decker made a motion to adjourn at 10pm. Dr. Butkiewicz seconded. Unanimously**  
232 **approved by a vote of 11-0.**

233